



COVID-19 CONTINGENCY POLICY

VERSION NUMBER: 2.031JAN2021JRAYNE

AUTHORISED: James Rayne, Principal Executive Officer, 31st Jan 2021

MODERATED BY: James Rayne, Principal Executive Officer, 31st Jan 2021

Updated on 5th Feb 2021 by James Rayne, Principal Executive Officer to address Western Australian Lockdown restriction.

Updated on 12th Feb 2021 by James Rayne, Principal Executive Officer, changes made: GCA will extend lockdown by 1 week.

VALIDATED BY: Jhanae Paule, Compliance and Senior Administrative Coordinator, 31st Jan 2021

SCOPE: Global College Australasia (Here-in GCA) & Allure cafe

AIM: This policy aims to:

- A. Enlighten the Managing Director and Chief Executive Officer of new changes in GCA operations due to the COVID-19 Lockdown in western Australia from the 31st Jan 2021 to 5th Feb 2021 or until otherwise mandated by the state or federal government.
- B. Provide a step-by-step guide to all GCA employees on the new process during the COVID-19 lockdown.
- C. Ensure that all GCA employees are provided with all resources, material and support from management for day-to-day operations during the whole duration of the lockdown.

PURPOSE: This policy is designed to ensure that Global College Australasia:

- A. Remains compliant with the mandated state-lockdown by the Western Australian government.
- B. Continues to provide quality training during the lockdown by adhering to the:
 - I. Education Services for Overseas Students, ESOS Act
 - II. Australian Skills Quality Authority, ASQA
 - III. Australian Qualifications Framework, AQF
 - IV. Commonwealth Register of Institutions and Courses for Overseas Students, CRICOS
 - V. Department of Home Affairs, DOHA (Migration Act 1958 (Cth) and Migration Regulations 1994 (Cth)
 - VI. National code

EFFECTIVE DATE: 1st Feb 2021, 12.01am

AUDIENCE: All Students and staff of GCA,
All staff of Allure cafe



POLICY STATEMENT OPERATIONS

- 1.1** All employees of GCA will be working remotely during the lockdown as per their scheduled roster.
- 1.2** All employees are still required to complete their time sheet as per current procedure no later than the Friday prior payroll, 2pm.
- 1.3** All employees must have access to their work emails and Microsoft teams.
- 1.4** All employees must, where not impacted by the COVID-19 lockdown, fulfill their respective job roles and responsibilities within the required/allocated time frame.
- 1.5** GCA will be operating from 8am to 5pm on Mondays to Sundays during the COVID-19 lockdown.
- 1.6** All students must log into the respective Microsoft Teams and where applicable, Moodle platform channel for online/remote training.
- 1.7** All staff, in case of doubt or need, must seek advice from their direct coordinator to ensure integrity and compliance of this policy are maintained at the highest.
- 1.8** Allure café manager must provide assistance to their staff in regards to opening hours, closing hours and resuming date of Allure café when applicable.
- 1.9** Allure café manager must ensure than all supplies and ingredients are procured no later than a day after resuming operations and all staff are notified of their roster at least 24 hours prior resuming operations.
- 1.10** All Full time employees who are not rostered for work during the lockdown are to apply for a mandatory annual leave.
- 1.11** All part time employees who are not rostered for work during the lockdown must liaise with the HR manager for leave entitlement advice on hr@globalcollege.edu.au.
- 1.12** Students are required to join their Microsoft Team channel on their class days no later than 8am except on the 1st of Feb 2021, where they are allowed to commence class at 12pm to allow sufficient time for implementation/reinstatement of Moodle, Microsoft teams channels and WhatsApp.
- 1.13** The lead accounts officer will be assisting the Compliance and Senior Administrative Coordinator with daily operations.
- 1.14** The below courses will be undergoing online training as per their respective and current time table:
 - A.** Certificate III in Commercial Cookery
 - B.** Certificate IV in Commercial Cookery
 - C.** Diploma of Hospitality Management
 - D.** Diploma of Leadership & Management
 - E.** Advance Diploma of Leadership & Management
 - F.** Certificate IV in TESOL
 - G.** Diploma of TESOL
 - H.** ELICOS General English



1.15 During the lockdown, the below key day-to-day operations will cease but not limited to until further notice:

A. Class-based training

All training will be reverted to online/remote training as per initial COVID-19 contingency policy 1.

B. On-campus student support, inclusive of course tuition fee payment

All student support is to be provided digitally. All course tuition fee payments must be conducted online. All students must be provided with the banking details of GCA.

C. Procurement of suppliers

During the lockdown, no supplies are required and respective parties such as the IT manager, Lead accounts officer, Hospitality coordinator, Allure café manager and the Allure café Head Chef must ensure that respective suppliers are notified of such and any pending orders are to be cancelled.

D. Uniform & toolkit

West coast uniform must be advised that we have suspended temporarily the lockdown. Both West coast uniform and students in need of toolkits and uniforms, must be advised that such procurement will be conducted at a latest stage.

E. On-campus student and staff meeting

All student meetings are to be postponed for a later stage until the Microsoft teams channel have been set-up.

F. Certificate and SOA issuance

All certificate and/or SOA issuance are to be postponed to a later stage. Students must be advised that due to the lockdown, we are unable to conduct this task.

In an extreme proven case and/or compassionate & compelling circumstances such as visa expiry, the PEO and the CAMC may be required to attend work premise to attend to the matter.

STUDENT SUPPORT OFFICERS (SSO)

- 2.1** SSOs must ensure that they have access to VETtrak whilst remotely working for day-to day operations.
- 2.2** SSOs must ensure that they attend to all students' queries via email professionally and accurately as soon as possible.
- 2.3** SSOs must liaise with respective trainers to ensure that all students are emailed their Moodle login details where required and Microsoft Teams channel access details.
- 2.4** SSOs must ensure that they are logged in the Microsoft Teams channel "GCA STUDENT SUPPORT" during their shift except during their lunches. If the SSO sees the need for a 2nd channel, the latter must advise their direct Coordinator who will make due amends.
- 2.5** SSOs must ensure that the Class Roll Report is issued to all trainers on a daily basis in an editable format on the even of the class itself.

ADMINISTRATIVE OFFICERS (AMO)

- 3.1** During the lockdown, no AMO will be required unless otherwise stated by executive management where it is necessary for day-to-day operations.

CLEANING CONTRACTOR (CCO)

- 4.1** During the lockdown, no CCO will be required unless otherwise stated by executive management where it is necessary for day-to-day operations.



IT MANAGER (ITO) AND COMPLIANCE & SENIOR ADMINISTRATIVE COORDINATOR (CAMC)

5.1 The ITO and CAMC must ensure that, no later than 12pm on the 1st of Feb 2021:

- A.** A Microsoft Teams channel “GCA STUDENT SUPPORT” is setup for student support and access is given to all SSOs and the compliance and Senior Administrative Coordinator (CAMC), Accounts department (ACO) and the Principal Executive officer (PEO).
- B.** A Microsoft Teams channel “GCA ACCOUNTS MEETING” is setup for student financial support and access is given to the ACO, CAMC and the PEO.
- C.** A Microsoft Teams channel “GCA STAFF SUPPORT” is setup for staff support and access is given to all employees of GCA.
- D.** A Microsoft Teams channel “GCA OPERATIONS” is setup for management meeting and access is given to the Managing Director (MD), PEO, Hospitality Coordinator (HPC), WHS & Business coordinator (WBC) and the CAMC.
- E.** A Microsoft Teams channel “GCA STUDENT MANAGEMENT MEETING” is setup for student meeting with management and access is given to the CAMC and the PEO.
- F.** A Microsoft Teams channel “GCA IT DEPARTMENT” is setup for student IT support and access is given to the ITO, CAMC and the PEO.

5.2 All trainers have access to Moodle platform with “editing teacher” permissions.

5.3 All active students have access to Moodle platform in the respective course.

5.4 The compliance and senior administrative coordinator must ensure that:

- A.** A student whose COE is expiring and has not completed their course successfully due to practical sessions as a result of the lockdown, is granted an extension to their COE under compassionate & compelling reason post review with the PEO.
- B.** All their subordinates are provided with training and support where applicable.
- C.** There is at least one SSO on a daily basis from 8am to 4pm. No AMO is to be rostered during the lockdown.
- D.** The PEO is advised in the event of a major non-compliance of this policy by a party.
- E.** Resulting of unit competencies is conducted post the lockdown.
- F.** In case the lockdown is extended post the 5th Feb 2021, resulting process is carried out during the lockdown extension with adequate staff on hand as per below:
 - I.** Lecturers complete their unit closure as per normal by emailing admissions.
 - II.** Lecturers attach the grader report for the UOC while submitting the unit closure to admissions.



5.5 The ITO must aid all students and employees of GCA within a reasonable time frame for all IT related matters such as but not limited to:

- A.** Microsoft Teams
- B.** Moodle Platform
- C.** Email and Internet issues
- D.** Login details issues
- E.** VETtrak issues
- F.** Remote access to 3rd party GCA owned computers for trouble shooting.

LECTURING STAFF

- 6.1** Lecturing staff must ensure that they have a formal WhatsApp group set-up for their respective classes to ensure faster communication and support to their respective cohort. In case a lecturing staff requires assistance with communication medias, contact the IT manager on tony@globalcollege.edu.au.
- 6.2** Lecturers must ensure that students who join Microsoft Teams later than 8.30am and/or who leave session prior dismissal of class are marked as absent.
- 6.3** Lecturers must ensure that students who join Microsoft Teams later than 8.30am must not be given access to Moodle platform for the 1st task/session of the day. However, trainer discretion applies and may see fit to allow access to a student post being late on a case by case basis.
- 6.4** Lecturers must ensure that all tasks are elaborated with the students prior the latter attempting the tasks.
- 6.5** Lecturers must ensure that they portray a professional and positive image of GCA at all time during work.
- 6.6** Where a unit of competency (UOC) has a practical component and cannot be closed
- 6.7** Lecturing staff must:
 - A.** **Where a unit of competency (UOC) is commencing during the lockdown;**
 - I.** Lecture is provided via Microsoft Teams. In case the trainer needs assistance to create the channel, the ITO is notified for actions as soon as possible.
 - II.** The session plan of the UOC is adhered to and where unable, in the case of a practical session, their respective faculty coordinator HPC or WBC and the PEO is advised as soon as possible.
 - III.** All assessments are conducted on Moodle platform except for an assessment which requires a practical session.
 - IV.** All student declaration form for each UOC conducted online are downloaded, completed and uploaded on Moodle by the students.
 - V.** In case the UOC is beginning and closing during the lockdown but has a practical session which cannot be completed on Moodle platform, their respective faculty coordinator HPC or WBC and the PEO is advised as soon as possible.



6.8 Lecturing staff must:

A. Where a unit of competency (UOC) commenced prior the lockdown but is closing during the lockdown;

- I. Lecturers must close the unit as per normal.
- II. In case the UOC cannot be closed during the lockdown because of a practical session which cannot be completed on Moodle platform, the lecturer must advise their respective faculty coordinator HPC or WBC and the PEO.
In such a case, the lecturer must not close the unit and must start the next UOC as per the intake time table and abide with clause 6.7 A.
The lecturer must advise the students that the remaining practical sessions for the tasks will be completed at a later stage when there is no lockdown.
- III. The lecturer must also keep a record of all reasonable adjustments made to their intake time table and provide to the PEO and their respective faculty coordinator alongside a plausible action plan for the UOCs with practical sessions.

CONTINGENCY TRAINING & ASSESSMENT STRATEGY

7.1 Hospitality UOCs will be conducted on Moodle and Microsoft Teams platforms as per normal session plan bar the practical sessions of Task 3 which will be postponed for a later stage when normal operations resume. These units are:

- A. All SITHCCC units
- B. All SITHPAT units
- C. SITHKOP001
- D. SITHFAB007
- E. SITHFAB005
- F. SITHKOP005

7.2 Leadership and management assessments will be submitted to students via email in word format and lecture and task elaboration will be carried out on Microsoft teams on the respective days of their scheduled time table as per the UOC session plan.

Students must email their assessment back for making post completion to their trainer.

7.3 ELICOS general English lecture will be carried out on Zoom and test/workbook will be sent to students in word format via email.

Students must email their test back post completion to the teacher for marking.



ROSTERING STRATEGY

8.1 Rosters during the COVID-19 lockdown will be as per below but may change if extension of lockdown occurs:

MON	TUE	WED	THU	FRI	SAT	SUN	TOTAL WEEKLY HOURS
ADMINISTRATIVE & STUDENT SUPPORT DEPARTMENT							
SSO 8 to 5 (8.5hrs) ½ hr Lunch	SSO 8 to 5 (8.5hrs) ½ hr Lunch	SSO 8 to 5 (8.5hrs) ½ hr Lunch	SSO 8 to 5 (8.5hrs) ½ hr Lunch	SSO 8 to 5 (8.5hrs) ½ hr Lunch	SSO 8 to 5 (8.5hrs) ½ hr Lunch	SSO 8 to 5 (8.5hrs) ½ hr Lunch	Student Support 60 Hours
CAMC 8.30 to 5 1 hr Lunch	CAMC 8.30 to 5 1 hr Lunch	CAMC 8.30 to 5 1 hr Lunch	CAMC 8.30 to 5 1 hr Lunch	CAMC 8.30 to 5 1 hr Lunch	RDO	RDO	CAMC 38 Hours
ACO & Deputy CAMC 10.30 to 5 1/2 hr Lunch	ACO & Deputy CAMC 10.30 to 5 1/2 hr Lunch	ACO & Deputy CAMC 10.30 to 5 1/2 hr Lunch	ACO & Deputy CAMC 10.30 to 5 1/2 hr Lunch	ACO & Deputy CAMC 10.30 to 5 1/2 hr Lunch	RDO	RDO	ACO 30 Hours
Contingency measures							4 hours
Total department maximum budget during lockdown							132 hours



LECTURERS ROSTER COVID-19 LOCKDOWN

	Mondays	Tuesdays	Wednesdays	Thursdays	Fridays	Saturday	Sundays
Sanjay	Cert III CC April 2020	Cert III CC April 2020	MANAGEMENT T (Student catch up sessions)	RDO	RDO	Cert III CC May 2020	Cert III CC May 2020
Chef Ana	Cert III CC Jan 2021	Cert III CC Jan 2021	Cert III CC Sept 2020	Cert III CC Sept 2020	Cert III CC Oct 2020	RDO	RDO
Mohamad	Cert IV CC Jan 2021	Cert IV CC Jan 2021	Cert IV CC Sep 2020	DHM Sep 2020	DHM Sep 2020	RDO	RDO
Di	TESOL	TESOL	TESOL	N/A	N/A	N/A	N/A
Richard	ELICOS	ELICOS	ELICOS	N/A	N/A	N/A	N/A
James	MANAGEMENT T (Hospitality Trainer relief/cover)	MANAGEMENT T (Hospitality Trainer relief/cover)	MANAGEMENT T (Hospitality Trainer relief/cover)	MANAGEMENT T (Hospitality Trainer relief/cover)	MANAGEMENT T (Hospitality Trainer relief/cover)	RDO	RDO
Adit	RDO	RDO	Cert III CC Oct 2020	Cert III CC July Berry 2020	Cert III CC July Berry 2020	Cert III CC July Apple 2020	Cert III CC July Apple 2020
Tony	N/A	N/A	N/A	N/A	N/A	L&M July 2020	L&M July 2020
Sam	N/A	N/A	N/A	N/A	N/A	ON CALL (L&M Trainer relief/cover)	ON CALL (L&M Trainer relief/cover)
PRADY	Cert IV CC Oct 2020	Cert IV CC Oct 2020	RDO	Cert IV CC Sep 2020	RDO	DHM Jan 2021	DHM Jan 2021



Updated on 5th Feb 2021 by James Rayne, Principal Executive Officer to address Western Australian Lockdown restriction.

1. Lecturing Staff Department

A. All lecturing staff will be working on GCA campus on their rostered schedule/shift as per below:

	6 th Feb 2021	7 th Feb 2021	8 th Feb 2021	9 th Feb 2021	10 th Feb 2021	11 th Feb 2021	12 th Feb 2021	13 th Feb 2021	14 th Feb 2021
Sanjay	Cert III CC May 2020	Cert III CC May 2020	Cert III CC April 2020	Cert III CC April 2020	MANAGEMENT (Student catch up sessions)	RDO	RDO	Cert III CC May 2020	Cert III CC May 2020
Chef Ana	RDO	RDO	Cert III CC Jan 2021	Cert III CC Jan 2021	Cert III CC Sept 2020	Cert III CC Sept 2020	Cert III CC Oct 2020	RDO	RDO
Mohamad	RDO	RDO	Cert IV CC Jan 2021	Cert IV CC Jan 2021	Cert IV CC Sep 2020	DH M Sep 2020	DH M Sep 2020	RDO	RDO
Di	N/A	N/A	TESOL	TESOL	TESOL	N/A	N/A	N/A	N/A
Richard	N/A	N/A	ELICOS	ELICOS	ELICOS	N/A	N/A	N/A	N/A
Adit	Cert III CC July Apple 2020	Cert III CC July Apple 2020	RDO	RDO	Cert III CC Oct 2020	Cert III CC July Berry 2020	Cert III CC July Berry 2020	Cert III CC July Apple 2020	Cert III CC July Apple 2020
Tony	L&M July 2020	L&M July 2020	N/A	N/A	N/A	N/A	N/A	L&M July 2020	L&M July 2020
Sam	ON CALL (L&M Trainer relief/cover)	ON CALL (L&M Trainer relief/cover)	N/A	N/A	N/A	N/A	N/A	ON CALL (L&M Trainer relief/cover)	ON CALL (L&M Trainer relief/cover)
PRADY	DHM Jan 2021	DHM Jan 2021	Cert IV CC Oct 2020	Cert IV CC Oct 2020	RDO	Cert IV CC Sep 2020	RDO	DHM Jan 2021	DHM Jan 2021



- B. All lecturers must:
 - I. Bring and wear their own mask at all time whilst under GCA premise except if communicating through phone and/or if they are engaged in lecturing/teaching their class.
 - II. Sign in and out on the SAFEWA app.
 - III. Maintain the social distancing requirement of 1.5 meters.
- C. All lecturers must follow the clause 6.1 to 7.8 as per the COVID-19 contingency policy version 2.0, initially emailed and attached for training strategies for each faculty.
- D. No students will be allowed on campus except for the below:
 - I. Where a student is required to attend a meeting. **(Mask to be worn by all parties is required)**
 - II. Where a student has a kitchen and barista practical session. (No mask required for both lecturers and students during practical session). **The HPC and WHS Coordinators must work with their respective lecturers to determine a safe and compliant action plan for their faculty where students require practical sessions in the kitchen and barista room.**
 - III. Where a student wishes to have a counselling meeting with a GCA personnel. **(Mask to be worn by all parties is required)**
 - IV. Where a student wishes to pay their course in person. (During the contingency operations, students are allowed to pay their fees by card, cash and bank transfer) **(Mask to be worn by all parties is required)**
 - V. Where a potential student wishes to see marketing to enrol in a course.

2. Administrative & Student Support Department

- A. All SSO, AMO, CAMC and ACO will be working on GCA campus on their rostered schedule/shift.
- B. The current guest logbook must be archived and the SAFEWA app must be set-up and effective for 6th Feb 2021.
- C. Signs of current lockdown restrictions must be printed, laminated and displayed by critical points such as entrances and classroom doors.
- D. All GCA Students must be advised via email that no students will be allowed on campus except for the below:
 - I. Where a student is required to attend a meeting. **(Mask to be worn by all parties is required)**
 - II. Where a student has a kitchen and barista practical session. (No mask required for both lecturers and students during practical session)
 - III. Where a student wishes to have a counselling meeting with a GCA personnel. **(Mask to be worn by all parties is required)**
 - IV. Where a student wishes to pay their course in person. (During the contingency operations, students are allowed to pay their fees by card, cash and bank transfer) **(Mask to be worn by all parties is required)**
 - V. Where a potential student wishes to see marketing to enrol in a course.
- E. All staff of administrative, student support, accounting and maintenance department must:
 - I. Bring and wear their own mask at all time whilst under GCA premise except if communicating through phone.
 - II. Sign in and out on the SAFEWA app.
 - III. Maintain the social distancing requirement of 1.5 meters.
- F. The CAMC is to organise cheapest respective rubber stamps for PEO's and CAMC's signatures.
- G. Any staff conducting Q&A check must ensure that all UOCs or Tests which have been conducted online, upon closing by a lecturer,:
 - I. The unit/test outcome is submitted via email using appropriate template **(VET & ELICOS)**
 - II. Student declaration form of each student enrolled in the unit/test is submitted **(VET & ELICOS)**
 - III. The Moodle grading report for the UOC is attached in the email. (For a student to be satisfactory in a task, the student must have at least 90%)(A student must be satisfactory in task 1, task 2 and task 3 to be deemed competent in a UOC) **(VET)**



- IV. The CAMC is to liaise with the ELICOS coordinator to finalise evidence gathering of ELICOS. **(ELICOS)**
V. The CAMC and the PEO must be given access to ELICOS and TESOL online assessment evidences for compliance.

I. Departmental staff budget and key duties during contingency operations is as per below:

6 th Feb 2021	7 th Feb 2021	8 th Feb 2021	9 th Feb 2021	10 th Feb 2021	11 th Feb 2021
PEO x 1 8.30 to 12.30	RDO	PEO x 1 7.00 to 4.00	PEO x 1 7.00 to 4.00	PEO x 1 7.00 to 4.00	PEO x 1 7.00 to 4.00
SSO x 1 8.30 to 5 ½hr meal break	SSO x 1 8.30 to 5 ½hr meal break	SSO x 1 8.30 to 5 ½hr meal break	SSO x 1 8.30 to 5 ½hr meal break	SSO x 1 8.30 to 5 ½hr meal break	SSO x 1 8.30 to 5 ½hr meal break
CAMC x 1 8.30 to 12.30	RDO	CAMC x 1 8.30 to 5 1hr meal break	CAMC x 1 8.30 to 5 1hr meal break	CAMC x 1 8.30 to 5 1hr meal break	CAMC x 1 8.30 to 5 1hr meal break
RDO	RDO	ACO x 1 8.30 to 5 1hr meal break	ACO x 1 8.30 to 5 1hr meal break	ACO x 1 8.30 to 5 1hr meal break	ACO x 1 8.30 to 5 1hr meal break
AMO x 1 8.30 to 12.30	OFF	AMO x 1 8.30 to 5 1hr meal break	AMO x 1 8.30 to 5 1hr meal break	OFF	OFF
CCO x 1 Deep cleaning 6 hours	OFF	OFF	OFF	CCO x 1 Deep cleaning 6 hours	OFF



3. Allure Café Department

Allure café will resume normal operations as of 8th Feb 2021 with the below conditions:

- A. SAFEWA digital must be set up with Allure café manager contact details and must be visible for all patrons and staff to sign in when under premise. (This condition applies permanently until further notice by PEO)
- B. All Allure café staff must bring and wear their own face mask at all time whilst under premise.
- C. Allure café must handover the current guest log in folder to the CAMC for archiving purpose.
- D. Allure café will not provide dine-in facility. Chairs and tables may be arranged safely in the GCA hallway on 1st floor.
- E. Allure café manager is to liaised with TIAWA course coordinator to determine TIAWA student meal requirements if any. (please note that no students of TIAWA nor GCA will be attending GCA premise)
- F. All suppliers must be advised that Allure café will be operational as of 8th Feb 2021.
- G. Allure café manager is required to attend work on 6th Feb 2021, 9am to 11am for mise of place of Allure café operations. (Hours to be claimed as time off in lieu on Friday the 12th Feb 2021)

Since no students, will be attending on-campus classes, a below temporary budget is effective for the aforementioned dates. **(Allure café must advise the PEO in case a budget needs revision during the contingency operations timeframe as per above.)**

:

- I. Allure café roster budget: As per Allure café contingency operational plan email.
- II. Allure café Purchasing budget: As per Allure café contingency operational plan email
- III. Allure café Sales budget: As per Allure café contingency operational plan email

4. COVID-19 Practical Session Schedule

TIMETABLE – Cert III Class SCHEDULE

- Term 2 COVID-19 Plan for week 08.02.21

WEEK	DAY / DATES	INTAKE						
		JANUARY 2021 INTAKE TIMETABLE	APRIL 2020 INTAKE TIMETABLE	SEPTEMBER 2020 INTAKE TIMETABLE	OCTOBER 2020 INTAKE TIMETABLE	JULY BERRY 2020 INTAKE TIMETABLE	JULY APPLE 2020 INTAKE TIMETABLE	MAY 2020 INTAKE TIMETABLE
1	08.02.21	ONLINE SITXINV001 Receive and store stock	Kitchen SITHCCC019 Produce cakes, pastries and breads					
	09.02.21	ONLINE SITXINV001 Receive and store stock	Kitchen SITHCCC019 Produce cakes, pastries and breads					
	10.02.21			Kitchen				



				SITHCCC001 Use food preparation equipment				
	11.02.21			Kitchen SITHCCC001 Use food preparation equipment				
2	10.02.21				Online SITHCCC001 Use food preparation equipment			
	12.02.21				Online SITHCCC001 Use food preparation equipment			
	11.02.21					Online SITHCCC012 Prepare poultry dishes		
3	12.02.21					Online SITHCCC012 Prepare poultry dishes		
	13.02.21					Online SITHCCC012 Prepare poultry dishes		
	14.02.21					Online SITHCCC012 Prepare poultry dishes		
4	13.02.21						Kitchen SITHCCC014 Prepare meat dishes	
	14.02.21						Kitchen SITHCCC014 Prepare meat dishes	



Updated on 12th Feb 2021

In the wake of the Western Australian out of lockdown published by the Western Australian government on 12 Feb 2021 at 11am, GCA and Allure café will resume normal day to day operations as of the 15th Feb 2021, 12.01am.

- A. GCA will resume normal operations (on-campus training).
- B. All students are required to attend class as per their timetable.
- C. Students who have started their unit on Moodle platform will finish the unit online on campus.
- D. Mask is no longer required to be worn.
- E. Use of SAFEWA app is still in force and mandatory for all parties.
- F. Please see attached all department rosters.
- G. All course progress report must be completed and submitted to the CAMC by 2pm on 15th Feb 2021.